

AMENDED

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK**

www.vaeb.uscourts.gov



POSITION ANNOUNCEMENT

DIRECTOR OF OPERATIONS

ANNOUNCEMENT NUMBER: 26-003

LOCATION: Richmond, Virginia

OPENING DATE: March 9, 2026

SALARY RANGE: \$105,090- \$170,828
(CL 30)
*(salary commensurate with qualifications,
experience, and education)*

APPOINTMENT: Permanent, Full-time

AREA OF CONSIDERATION: Open to all
qualified applicants.

CLOSING DATE: The position is open until
filled. Preference will be given to applicants
whose applications are received by April 3,
2026.

Position Overview:

The United States Bankruptcy Court for the Eastern District of Virginia is seeking a highly qualified individual to serve as Director of Operations. This full-time leadership position plays a critical role in ensuring the efficient and effective administration of court operations across the court's divisional offices in Alexandria, Norfolk, Newport News, and Richmond. The court comprises five judges, one recalled judge, ten chambers' staff, and a Clerk's Office staff of 48 employees.

Reporting to the Chief Deputy Clerk, the Director of Operations is a senior member of the Clerk's Office leadership team and is responsible for managing and directing the daily operational functions of the court. The incumbent ensures that case processing is conducted efficiently, in compliance with federal judiciary policies, and with a focus on delivering high-quality service to the court, the legal community, and the public.

This position offers the opportunity to make a significant impact on the administration of justice by ensuring that the Eastern District of Virginia Bankruptcy Court operates smoothly, efficiently, and in full compliance with federal judicial standards.

Representative Duties:

The Director of Operations performs duties and responsibilities which include, but are not limited to, the following:

- Lead and manage court operational functions by supervising Operations Supervisors and establishing performance standards, assigning and reviewing work, conducting evaluations, coaching, and addressing performance or disciplinary matters.
- Coordinate court operations across divisions by communicating procedures with supervisors, while reallocating resources to address workload fluctuations and operational priorities.
- Develop and implement workforce planning, operational policies, and process improvements to support the court and ensure efficient, consistent operations.
- Oversee daily operations of the Clerk’s Office including case administration, intake, records, finance, and quality control. Ensure accurate and timely processing of bankruptcy cases and filings.
- Develop and implement operational policies and procedures
- Oversee operational use of CM/ECF, PACER, Case processing software. Collaborate with IT staff to improve operational efficiency and automation initiatives and dictionary updates.
- Manage operational documentation and training resources, including maintaining the Operations Process Manual, Case Administration Manual updates, Operations Training Guide, Courts standardized forms and procedural updates for staff.
- Coordinate staff training programs, annual operational updates, and employee recognition initiatives to support staff development and engagement.
- Maintain and oversee emergency preparedness and continuity planning, including divisional OEP plans, the Operations section of the COOP Plan, and district coordination during inclement weather delays or closures.
- Administer district-wide operational processes, including case administration digit assignments, quality control and revisions, and related operational procedures.
- Compile, analyze, and coordinate statistical and operational reports, including monthly statistics and reports required by the Administrative Office and court leadership.
- Communicate effectively with the Clerk of Court, Chief Deputy and staff to explain operational matters, resolve issues, and facilitate collaboration across units while maintaining confidentiality.
- Ensure compliance with judiciary policies, procedures, and ethical standards, including the Guide to Judiciary Policy, internal controls, procurement policies, and the Code of Conduct for Judicial Employees.
- Performs other duties as assigned.

Required Qualifications:

Education:

- Bachelor's degree with preferred degree in Public Administration, Business Administration, Criminal Justice, Legal Studies, or related field.

Experience:

- Minimum 6 years of progressively responsible administrative or operational experience, preferably within a court or legal environment.
- Minimum 3 years of supervisory or management experience.

Knowledge:

- Bankruptcy court operations and procedures.
- Federal Rules of Bankruptcy Procedure.
- Case management systems such as CM/ECF.

Preferred Qualifications:

- Master's degree (MPA, MBA, or JD).
- Prior experience within the federal judiciary.
- Certification such as:
 - Certified Court Manager (CCM)
 - Certified Court Executive (CCE)
 - Project Management Professional (PMP)

Core Competencies:

- Leadership and team development
- Strategic and operational planning
- Process improvement
- Communication and collaboration
- Policy interpretation
- Problem solving and decision-making

Benefits:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits (<https://www.uscourts.gov/careers/benefits>) similar to those of other government employees including: paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the successful completion of the background investigation and a favorable suitability determination.

How to Apply:

All interested applicants must submit:

- Cover Letter
- Resume
- Contact information for at least three professional references knowledgeable of employment history, character and integrity.
- Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>.

Please submit all documents as a single combined PDF document via email to HR@vaeb.uscourts.gov. Incomplete application materials will not be considered.

Only the most qualified candidates will be invited for a personal interview. Applicants selected for interviews must travel to Richmond at their own expense. Only applicants who are selected for interviews will be contacted by the Court.

The court provides reasonable accommodation to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer